

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority**  
**Wednesday, January 16, 2018 ● 6:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

<b>Chair – Linda Law</b>	<b>Treasurer – Larry Harvey</b>
<b>Member – John Barrette</b>	<b>Member – Michael Golden</b>
<b>Member – Paul Hamilton</b>	<b>Member – Bradley Harris</b>
<b>Member – Jon Rogers</b>	

**Staff**

Steve Tackes – Airport Counsel  
Ken Moen – Airport Manager  
Tamar Warren – Deputy Clerk

**NOTE:** A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

Audio recordings of the Carson City Airport Authority meetings are available on [www.carson.org/minutes](http://www.carson.org/minutes).

**A. CALL TO ORDER AND DETERMINATION OF QUORUM**

(6:02:36) – Chairperson Pro Tempore Harvey called the meeting to order at 6:02 p.m. Roll was called and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Linda Law	Absent	
Treasurer Larry Harvey	Present	
Member John Barrette	Present	
Member Michael Golden	Present (Via Telephone)	
Member Paul Hamilton	Present	
Member Bradley Harris	Present	
Member Jon Rogers	Present	

**B. PLEDGE OF ALLEGIANCE**

(6:03:20) – Led by Member Rogers.

**C. APPROVAL OF THE MINUTES OF THE PAST MEETING OF THE AIRPORT AUTHORITY.**

(6:03:44) – Chairperson Pro Tempore Harvey introduced the item and entertained comments or corrections. When none were forthcoming, he suggested a motion to accept the minutes of the November 14, 2018 meeting as written.

(6:04:01) – MOTION: So moved.

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Rogers
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Harvey, Barrette, Golden, Hamilton, Harris, Rogers
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Law

**D. MODIFICATION OF AGENDA**

(6:04:16) – Chairperson Pro Tempore Harvey announced that item F-5 will be addressed first. Mr. Moen noted that item G-1 will be postponed until the next Authority Meeting in February. He also stated that Ms. Ritter would not be able to attend in person to discuss item G-1; however, he would brief the Authority on the item. Mr. Moen also stated that the Lean Engineering report (item G-4) was included in the agenda materials; however, the firm would not be on the phone for discussion of the item.

**E. PUBLIC COMMENT**

(6:06:02) – Chairperson Pro Tempore Harvey entertained public comments. Mike Dikun, Reno-based Western Territory Manager of Armstrong Consultants, introduced himself and the new Airport Engineer, Mike Beckhoff. Mr. Beckhoff gave background regarding his aviation and engineering experiences and was welcomed by the Authority members.

**F. RECOGNIZE AND WELCOME NEW CCAA BOARD MEMBER, PAUL HAMILTON**

(6:15:12) – Chairperson Pro Tempore Harvey welcomed new Authority Member Paul Hamilton, Owner of Adventure Productions and representing the Fixed-Base Operators (FBOs).

**G. PUBLIC HEARING ITEMS:**

**1. PRESENTATION BY PROFESSOR TOM HARRIS REGARDING CARSON CITY AIRPORT ECONOMIC IMPACT STUDY PREPARED ON BEHALF OF THE CARSON CITY AIRPORT AUTHORITY.**

This item has been postponed until the Authority’s February meeting.

**2. FOR DISCUSSION AND POSSIBLE ACTION TO APPROVE STRATEGIC PLANNING PROCESS.**

(6:16:12) – Chairperson Pro Tempore Harvey introduced the item. Mr. Moen gave background on the project and presented the proposed strategic planning process, including Key Performance Indicators (KPIs), prepared by Consultant Linda Ritter and incorporated into the record. Member Harris suggested receiving input from economic development experts in addition to stakeholders. He also was in favor of narrowing down the “community at large” definition to “citizens of Carson City”, and wished to substitute “government agencies” with “the [Carson City] Board of Supervisors”. Member Rogers called the process “understandable” and wished to see regular reviews of the measurable objectives, preferably quarterly. Mr. Moen noted that he had been involved in a similar process with the Reno-Tahoe Airport Authority and explained that he had provided Ms. Ritter documentation such as the results of the economic Study by Professor Tom Harris of UNR, audit reports, and interview notes from various City leadership meetings. He also believed that input from the Nevada Department of Transportation (NDOT) as stakeholder and government agency representatives should be obtained. There were no public comments.

**(6:32:17) – MOTION: I move to move forward with the strategic planning process [developed by Linda Ritter].**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Harris
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Harvey, Barrette, Golden, Hamilton, Harris, Rogers
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Law

**3. FOR DISCUSSION AND POSSIBLE ACTION TO DEVELOP EMERGENCY RESPONSE COMPATIBLE “STREET ADDRESSING AND HANGAR NUMBERING CONVENTION.**

(6:34:46) – Chairperson Pro Tempore Harvey introduced the item. Mr. Moen introduced Carson City Fire Department Fire Marshall Dave Ruben and presented a Board Memorandum, incorporated into the record, that gave background and explained the difficulty the City’s Emergency Dispatch had in reaching precise locations in case of an emergency. Mr. Ruben noted that the City’s fire code and municipal code require existing buildings and new construction have addresses. He also referenced the addressing scheme prepared by the Assessor’s Office and incorporated into the record and explained that finding specific locations was even more difficult when using a mobile phone. Mr. Ruben believed that visitors will have a better way of conveying their locations as well with a clear addressing convention. Member Harris believed that this was a good idea; however, he suggested a way of designing it so that a stranger could find a hangar without looking at a map. Mr. Ruben suggested designing the streets with the taxiways in mind. Member Golden inquired whether a hanger with a current address would have to have a new address and Mr. Ruben clarified that distinct addressed would not have to be re-addressed. Mr. Golden also believed that the enclosed grid was confusing and suggested identifying the hangar rows by the letters of the alphabet with one side of the row having odd numbers and the other side having even numbers. Member Rogers suggested involving tenants and creating workgroups.

(6:51:42) – Mr. Tackes thought that it was very important to involve the hangar owners early. He also believed that many of them had incorporated their hangar numbers, unrelated to their Assessor’s Parcel Number (APN) in their deeds. Discussion ensued regarding the use of street addresses versus APNs. Member Harris recommended documenting that hangar owners did not have to re-record their deeds, for future reference. There were no public comments.

**(7:01:10) – MOTION: I move to approve the Airport Staff to work in conjunction with Carson City Fire Department to develop street addressing and numbering convention compatible with Carson City Emergency Dispatch System and return to the CCAA for final approval.**

(7:01:30) – Mr. Moen suggested including the tenants as well and offered to send out “a request for interested parties to weigh in, while utilizing the Board Memo format.

**(7:02:22) – REVISED MOTION: I move to approve the Airport Staff to work in conjunction with Carson City Fire Department to develop street addressing and numbering convention compatible with Carson City Emergency Dispatch System and return to the CCAA for final approval, and to direct the Airport Manager to involve the tenants in the naming scheme and process.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Harris
<b>SECONDER:</b>	Rogers
<b>AYES:</b>	Harvey, Barrette, Golden, Hamilton, Harris, Rogers
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Law

**4. UPDATE FROM LEAN ENGINEERING NIGHTTIME INSTRUMENT APPROACH FEASIBILITY STUDY.**

(6:33:05) – Chairperson Pro Tempore Harvey introduced the item. Mr. Moen stated that Lean Engineering had conducted a site visit in December and had been pleased with the capabilities they had seen. He referenced a report, incorporated into the record, including a baseline, assessment, flight procedures assessment, and lighting assessment. He also believed that a final position on viability was expected by early February; however, he anticipated some delays with the government shutdown.

**5. FOR DISCUSSION AND POSSIBLE ACTION APPROVING ASSIGNMENT OF THE SIERRA SKYWAY INC. LEASE TO THE MOUNTAINVIEW COMMUNITY ASSOCIATION, A NEVADA NONPROFIT CORPORATION FORMED AS THE HANGAR OWNERS ASSOCIATION OF THE SIERRA SKYWAY, INC. LEASE; AND RELATED APPROVAL OF THE INCLUDED DECLARATION AND CCRS OF THE ASSOCIATION.**

(6:08:36) – Chairperson Pro Tempore Harvey introduced the item. Mr. Moen gave background and presented the agenda materials including a lease assignment proposal, incorporated into the record, and recommended approval. He also acknowledged the presence of Dennis Giangreco, President of Sierra Skyway, Inc. Mr. Tackes clarified that he had read the lease and the Covenants, Conditions, and Restrictions (CC&Rs); however, the attorney preparing the document had indicated that he may have a few minor changes. He also noted that he had not seen any conflicts with Title 19, and recommended that the final approval take place after his review of the final version. Mr. Tackes also expected agendaizing the item for the Board of Supervisors meeting in two weeks. Member Harris inquired about the non-profit nature of the association and Mr. Tackes clarified that it was customary for hangar associations to have a non-profit designation since they collected and dispersed money, and did not intend to make money. There were no public comments

**(6:14:28) – MOTION: I move to adopt the assignment of the Sierra Skyways, Inc. Airport Ground Lease to the Mountainview Community Association.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Golden
<b>SECONDER:</b>	Barrette
<b>AYES:</b>	Harvey, Barrette, Golden, Hamilton, Harris, Rogers
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Law

**H. AIRPORT ENGINEER’S REPORT**

(7:03:00) – There was no report by the Airport Engineer. Mr. Moen noted that a five-year Capital Improvement Plan discussion was planned for the February Meeting.

**I. AIRPORT MANAGER’S REPORT**

(7:04:36) – Mr. Moen stated that the fuel flow was down for the month of December, partly due to the weather. He also noted that Carson City had the least expensive fuel in the area (within 50 miles) based on a fuel survey. Mr. Moen indicated that they have been removing snow and offered to have more concrete traffic numbers going forward. He also updated the Authority on the carpeting of the terminal building.

**J. LEGAL COUNSEL’S REPORT**

(7:08:34) – Mr. Tackes announced that the changes to the law that created the Airport Authority was still on track for introduction to the legislature and anticipated no opposition. He also suggested avoiding the use of aircraft names as street names to eliminate confusion.

**K. TREASURER’S REPORT**

(7:11:19) – Chairperson Pro Tempore Harvey indicated that the balance sheet showed that some of the items were in the wrong categories, even though “the numbers are right”, and Mr. Moen offered to work with the bookkeeper to ensure they are corrected. He explained that they were “under budget and on track”, adding that he had been showing several hangar locations for future development. Mr. Moen also responded to clarifying questions by the Authority members.

**L. REPORT FROM AUTHORITY MEMBERS**

(7:20:32) – There were no reports from the members.

**M. PUBLIC COMMENT**

(7:20:36) – None.

**N. AGENDA ITEMS FOR NEXT REGULAR MEETING**

(7:20:44) – Previously discussed.

**O. ACTION ON ADJOURNMENT**

**(7:21:28) – Chairperson Pro Tempore Harvey adjourned the meeting at 7:21 p.m.**

The Minutes of the January 16, 2019 Carson City Airport Authority special meeting are so approved on this 20<sup>th</sup> day of February, 2019.

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LARRY HARVEY, Chairperson Pro Tempore